

USAF Declass/Release Instructions On File

Approved For Release 2001/08/26 : CIA-RDP33-02415A000600050034-2
FOR OFFICIAL USE ONLY

DEPARTMENT OF THE AIR FORCE
1130TH AEROSPACE TECHNICAL DEVELOPMENT
AND TRAINING GROUP
Edwards Air Force Base, California 93523

ATTG Reg 67-4

12 February 1974

Supply

TURN-IN PROCEDURES

This regulation outlines procedures to be followed when turning in supplies and equipment to Unit Supply. It identifies specific type items that must be turned in and prescribes documents that will accompany the property.

1. Objectives. To maintain maximum control over reparable/recoverable type items and to provide depot and contractor personnel with information regarding item failure so as to minimize turn around time of reparable items.

2. Responsibilities. All group personnel responsible for control and maintenance of the type materials identified in this regulation will comply with the procedures set forth herein. The Chief of Supply will insure compliance of these procedures.

3. Procedures.

a. The following actions will be taken by the customer on all turn-ins to Unit Supply:

(1) Materials will be properly identified and tagged according to serviceability (Reparable, Serviceable, Condemned).

(a) Tag will be attached to the outside of container for each line item involved.

(b) Information on tag will include:

1. Stock/Part Number
2. Serial Number (if item under serialized control)
3. Quantity being turned in.
4. Failure Report Number (if applicable)

Supersedes ATTG Reg 67-4, 4 Aug 72. (For summary of revised, deleted or added material, see signature page.)

OPR: SUP
DISTRIBUTION: X

ATTG Reg 67-4

(2) Materials will be properly packed for shipment prior to turn-in to Supply.

(a) Items for which containers have been specially designed by the contractor will be returned in those type containers only.

(b) All other items will be returned in their original container or one that will provide adequate protection during shipment.

b. Repairable/time change items will be tagged with an AFTO Form 350, Repairable Item Processing Tag (ref OSA Dir. 45-10-2).

(1) Tag will be attached to item.

(2) Information on tag will include:

(a) Block 2 - Serial number of article from which item was removed (if not applicable, leave blank).

(b) Block 8 - Total hours operated from time of installation for all time change items.

(c) Block 9 - Quantity of one (note: AFTO 350 required for each individual item).

(d) Block 10 - Federal supply class on stock listed items and alpha prefix on peculiar (contract) items.

(e) Block 11 - Stock number on stock listed items and part number on peculiar items.

(f) Block 12 - Serial number if item under serialized control.

(g) Block 14 - Complete description of malfunctions and why item is being returned for rework.

c. FAK Turn-In. Only FAK (Fly-Away-Kit) items of a recoverable/reparable nature will be turned in to Unit Supply. These items are coded "R" in the FAK Authorization Listings.

(1) Items will be turned into Supply within 72 hours after receipt of a serviceable replacement.

ATTG Reg 67-4

(2) The Temporary Custody Receipt that was signed at the time the serviceable replacement was issued will be returned to the customer upon turn-in of the reparable item.

(3) Critical items will be turned in as soon as possible regardless of whether a replacement has been issued.

d. SLOE Turn-In

(1) For the purpose of this regulation, SLOE (Special Listing of Equipment) items are those authorized on custody receipt listings. These assets will be turned in only by custodians.

(a) When a custodian desires to turn in SLOE equipment which will result in a deletion or reduction in authorization, he must submit a SLOE Change Request (Standard Form 3504) to Unit Supply and receive approval from depot/project headquarters, as applicable, prior to physical turn in of the equipment. DD Form 1150-1 Turn-In Request, citing the SLOE change number of the approved SLOE Change Request, will accompany the equipment to Unit Supply.

(b) If a replacement item of the same stock number is required for the item(s) to be turned in, a SLOE Change Request is not required. Turn in the equipment to Unit Supply accompanied by a DD Form 1150-1 Turn-In Request.

(c) Item(s) will be properly cleared and purged IAW applicable technical orders prior to turn in to Unit Supply.

(2) Unit Supply will acknowledge receipt of SLOE equipment by signing the DD Form 1150-1 and returning one copy to the custodian.

e. Items turned in to Unit Supply for "REPAIR AND RETURN" will be accompanied by DD Form 1150-1 (2 copies).

(1) The DD Form 1150-1 will be clearly marked "REPAIR AND RETURN".

(2) Unit Supply will acknowledge receipt of the item(s) by signing the DD 1150-1 and returning one copy to the customer.

f. Classified configuration material will be turned into Unit Supply IAW ATTG Regulation 205-14.

g. Classified film will be turned into Unit Supply IAW ATTG Regulation 205-6.

ATTG Reg 67-4

h. Explosives and gas cylinders will be prepared for turn-in to Unit Supply IAW AFM 71-4.

i. If, because of peculiarity or size of property, it is deemed not feasible to physically deliver such items to the Unit Supply warehouse; the necessary turn-in documents will be handcarried to Unit Supply so that stock record annotations can be accomplished. At no time will an account custodian release or request disposition of SLOE property without prior approval of Unit Supply.

Roger L. Cooper
ROGER L. COOPER, Colonel, USAF
Commander

Summary of revised, deleted, or added material

Paragraph 3(d) revised to conform with OSA directive 45-10-3.